

Attachment 4 – The CAP Official Business Style Letter (*without preprinted letterhead*)

5 March 2010

Major John J. Doe, CAP
Headquarters Michigan Wing
Civil Air Patrol
25090 Altus Ave., Bldg# 1414, Room # 67
Selfridge ANGB MI 48045-4918

Mr. Samuel Smith
Allegan Manufacturing Company
Bridge Road
Allegan MI 48227-5000

Dear Sir or Dear Mr. Smith

This is a sample format of the Civil Air Patrol (CAP) business style letter which may be used for correspondence with private concerns and individuals not connected with CAP.

Type or stamp the date on the right margin of the memorandum and 1 inch from the top edge of the page. Indicate the date in the format of day, month, and year; for example, 5 Mar 10 or 5 March 2010.

Type the return address at the left margin four lines below the date. Include name, grade and the complete mailing address of the sender. Type the "to" address three lines below the return address.

Type the salutation two lines below the last line of address. Start the first paragraph two lines below the last line of the salutation. Do not number paragraphs. Indent all paragraphs.

Type the complimentary close "Sincerely" two lines below the text, beginning at the center of the page. Type the signature element five lines below and flush with the complimentary close.

Type "Attachment(s) at the left margin, three lines below the signature element. Type "cc:" at left margin, two lines below the attachment element; if there is no attachment element, type the courtesy listing three lines below the signature element.

Sincerely

JOHN J. DOE, Major, CAP
Director of Administration

Attachments:

1. -----
2. -----

cc: